Chinese, Italian and Japanese Placement & Proficiency Exams
UC Davis Language Center

**ATTENTION:** Read this document carefully and keep it open during your test if necessary.

- Please note that only a proctored exam serves the purposes of BOTH placement & fulfillment of the foreign language requirement. A non-proctored exam is good ONLY for placement (course enrollment).
- There is a limit on how many times a student can take the same test (e.g., Chinese once every two years, Japanese once every year).

I. Prerequisites for the Exams
   1. Read the PDF Guide carefully and to the end. Follow the directions exactly.
   2. Be sure you have a reliable and fast internet connection.
   3. Have your UC Davis account (fully) enabled.
   4. DO NOT use the Back or Reload button in your browser after a test starts.

II. Read the Information and Guides
   2. Click on the Proficiency Exams (Satisfying Requirement) or Placement Exams (Enrolling in a Course) tile button/box.
   3. Scroll down to Chinese, Italian or Japanese.
   4. Open the PDF guide to the left.

III. Access the Chinese, Italian and Japanese Tests
   1. Make sure that you can log in to myadmissions, mydegree or Canvas. If not, contact UCD IT. After that, try the Trouble-Shooting below. **It is better to clear cache in your browser before proceeding.**
   2. Please use this link https://ucdlc.ucdavis.edu/internal-foreign-language-exams
      (Important: Don’t use the Login button on the DLC Website unless you try to access multimedia course materials, e.g., GENKI 2).
      Another way to find the link to the tests is at the UC Davis Language Center web site (http://ucdlc.ucdavis.edu) and click Proficiency Exams. You can also find the link under the STUDENTS (> Proficiency Exams) tab. Click on the link under Chinese, Italian or Japanese in the left column.
   3. In the UC Davis Central Authentication System (CAS) window, enter your username without @ucdavis.edu and passphrase and click LOGIN.

**Trouble-Shooting (Read Carefully):**

1. Ensure Your Login and Password Are Correct: Try a different browser on your device using the same ID and password for myadmissions, mydegree or UC Davis Canvas.
2. Ensure your link is: https://ucdlc.ucdavis.edu/internal-foreign-language-exams
3. Clear Site Data in Your Browsers: Clear data (i.e., caches not just histories, login IDs, passwords, etc.) from your browser’s Options/Preferences/Settings/top-right 3 bars > Privacy & Security, quit (not just close) the browser (Mac User: Chrome/Firefox/Safari > Quit), and restart the browser to give it a try.
4. Clear All Data All Time from a Browser and Restart Your Device: Clear all data from all time and restart your device and try again.
IV. Run the Test Applications on Your Computer
   • Click on the CHINESE, ITALIAN or JAPANESE text link.
   • If you want to increase or decrease your window or font size, go under Zoom to Zoom In or Out in your browser (ZOOM IN: CTRL+_ / Command+_ or ZOOM OUT: CTRL_- / Command_-).
     IMPORTANT: DO NOT use your browser’s Back/Reload button from now until the end of the exam.
   • Click on the Next button (→) on the lower right side of the page to begin the test.
   • Carefully read the contents and instructions before proceeding.
     Reminder: If you want to satisfy the UC Davis foreign language requirement, you must be proctored online or at the UC Davis Language Center in Olson Hall. A proctored exam is good for BOTH the fulfillment of the language requirement and placement (course enrollment). A non-proctored exam is ONLY good for placement into a course.
   • Next click on Agree & Proceed or Disagree & Exit.

V. Enter Your Language Background Information
   • Fill in your First Name, Last Name, Student ID number, and UCD email correctly to match your UCD OASIS profile information.
   • Please answer all questions to the best of your ability. Don’t skip any button or text box if applicable (e.g., if one answer/choice has a button and a text input box or more boxes).

VI. Answer Each of the Questions
   Suggestion: If you are going to take a course, do not guess if you don’t know the answer. You may be placed into a higher level if you guess some items correctly.
   • If you are using headphones for the Chinese and Japanese listening portions of the test, be sure that the headphones are functioning properly and audio volume is right.
   • Carefully read the instructions and contents, and click within the highlighted area of an answer line.
   • Chinese test items have simplified and traditional characters on the same page.
   • For a listening question, there is instruction on how many times the audio can be played. Click on the Play button (a triangle arrow pointing to the right) and listen to the end. When ready, choose the best answer.
   • Continue to answer the questions until you reach the bottom of the page.
     Note: The questions may automatically advance. However, if a question is in the middle of the window, it may not scroll up. Therefore, you will have to manually scroll down for the next question and look for the Next button (→) on the page.
     Important: Only the Italian Exam allows you to go back to the previous session. Therefore, for Chinese and Japanese exams, you should check your answers carefully before clicking the Next (→) button.
   • Click the Next button in the lower-right corner of the page if you are ready to continue.

VII. Complete the Computer Part and Required Oral Assessment
   • Make an appointment for your oral assessment for the Italian or the Japanese test.
   • Give a screenshot report to the Italian or Japanese language coordinators during your oral assessment.
• Chinese students should bring the screenshot printout to their instructors at the beginning of classroom instruction.

VIII. Take a Screenshot of the Report Page at the End
• Ask your proctor to take a screenshot if you are proctored at the Davis Language Center.
• Otherwise, you should take a screenshot and send a copy to ucdlc@ucdavis.edu as an attachment file (i.e., not embedded in the message body).

*For Italian and Japanese zoom the page out while keeping the text clear before taking the screenshot in order to fit the content on a single page. You should break the Chinese Report into TWO screenshots since there is large amount of information.*

IX. Check Your Email and Finish the Exam
• Check your email and find a text version report in your Inbox and/or Junk Mailbox.
• Quit your browser.

Additional Note:
• The DLC will enter your results into the online placement exam database.
• DLC student assistants cannot give interpretation, explanation, and/or advice. Please consult the UCD Student Catalog or ask your advisors.